

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND  
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC REGULATION  
No. 1-12

2 August 1999

Administration

SPONSORSHIP OF CONFERENCES

Issue of supplements to this regulation is prohibited without prior approval from the Commander, HQ AMC (AMCPE-T), 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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1. Purpose. This regulation prescribes the policies, responsibilities, controls, and approval levels for planning and organizing all U.S. Army Materiel Command (AMC) conferences.

5. Scope.

a. This regulation applies to HQ AMC; AMC Major Subordinate Commands (MSCs) including their subordinate

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\*This regulation supersedes AMC-R 1-12, 3 April 1987, and changes 1 and 2.

installations and activities, and separate installations and activities reporting directly to HQ AMC.

b. This regulation does not apply to conferences scheduled for training purposes, if held at a Government training facility or a Continental United States (CONUS) military installation; or, training as part of a Department of Army (DA) or Department of Defense (DOD) recognized program of instruction scheduled through an official AMC training office.

c. Meetings sponsored by organizations, which, by the very nature of their missions, must conduct meetings away from their duty stations, are also exempt from the requirements of this regulation. Examples of such groups include auditors and inspectors general.

3. Objective. The objective of this regulation is to establish procedures and controls to ensure efficiency, effectiveness, and propriety in planning and conducting conferences.

4. Explanation of Terms.

a. Conference. For the purpose of this regulation, the term conference is defined as any official symposium, meeting, seminar, workshop, or assembly, whether classified or unclassified, sponsored by any component of AMC to resolve issues or exchange information, and which meets any one of the following criteria:

(1) The conference includes 15 or more AMC participants, regardless of rank.

(2) The estimated cost of the conference to include travel, per diem, facility costs, and speaker costs, exceeds \$7,500.

b. Conference Manager. The position or office designated at HQ AMC, the MSCs, including their subordinate installations, and separate reporting activities reporting directly to HQ AMC, which is responsible for overall management of the conduct of conferences.

c. Conference Sponsor. The organization responsible for convening a conference and providing conference instructions to the participants.

d. Host Activity. The activity or organization designated by the conference sponsor to host the conference. The host activity and the conference sponsor may be one and the same.

## 5. Policies.

a. Approval Authority. The Chief of Staff, AMC, is the approval authority for all conferences with an estimated cost of \$7,500 or more, which are sponsored or directed by HQ AMC staff elements. The commanders of AMC MSCs are the approving authorities for conferences sponsored within their respective command. Approval authority may be delegated to a specific position reporting directly to the commander. The commanders or directors of other Separate Reporting Activities (SRAs), and organizations reporting directly to HQ AMC, are the approving authorities for conferences sponsored within their respective activities. Approval will be based on demonstrated need and justified in writing. Conferences will not be planned for any location, just because it is a tourist vacation destination or resort. Conferences will not be approved if funds are not available.

### b. Conference Approval Request.

(1) All conference requests of \$7,500 or more will be documented on AMC Form 2765-R-E (Conference Justification Statement) and coordinated with the resource management, legal, public affairs, and security offices, prior to being submitted in two copies to the conference manager. The AMC Form 2765-R-E may be locally reproduced on 8-1/2 by 11 inch paper.

(2) All conference requests of less than \$7,500 will be documented and coordinated in the same manner as those with an estimated cost of \$7,500 or more, however, Command group approval is not required. Copies will be submitted to

the conference manager at least 15 working days prior to the start of the conference for audit purposes and recording in the activity conference register.

c. Conference Space Requirements.

(1) Whenever possible, conferences will be held on Army or Government installations. Commercial facilities will be used only when they can be proven to be more economical, or when Army or Government facilities are unavailable when required. Efforts will be made, however, to adjust conference scheduling to fit the availability of Government facilities.

(2) Each request for commercial space in the NCR will be submitted on a memorandum to the Director, Space and Building Management Service-Washington (S&BMS-W) at least 70 days prior to the proposed conference date and will be supported by a concise justification and statement that Government space is not available. See the required information outlined in Appendix C. When a specific commercial facility is desired, a brief cost comparison of at least three commercial facilities is required. In general, the least expensive facility will be selected; however, other factors may justify the selection of a facility other than the least expensive. The S&BMS-W processes space requests through the Office of the Secretary of Defense for approval and sends them to Defense Supply Service-Washington for contract action. The sponsoring agency must secure final approval of their conference request from the approval authority before contract action is completed. Officials who fail to do so could be personally liable for conference costs incurred.

(3) AMC conference travelers to the NCR (and to certain other regions of the country) are required to participate in the DA Lodging Success Program (LSP). Travelers to the NCR will follow program procedures as outlined in the DA LSP guidelines. These guidelines have been forwarded to the travel office of the MSCs and SRAs. Specifically: Army Coordinators of group travelers attending conferences, seminars, meetings, or training classes are

required to contact the Central Reservation Center (CRC) to book guest room blocks for the event in order to confirm space availability and receive the LSP discounted daily rate. When group-lodging requirements are unavailable at LSP Hotels, the CRC is authorized to issue a single nonavailability (NA) control number to the group coordinator. This exemption process, like a nonavailability statement, applies when no available LSP hotel can be found having the necessary number, size, or configuration of conference rooms required for a particular event.

d. Multiple Conference Approvals. Approval may be requested and granted for more than a single conference when the following conditions apply:

(1) The period for which approval is requested does not include more than 1 fiscal year.

(2) The general purpose, meeting place, and composition of the group traveling and attending remain constant.

(3) The requirement has been included in an approved budget submission.

e. Annual Conference Schedule. No later than 1 September, activities will submit to the conference manager a schedule of all planned conferences for the next fiscal year. Individual justification statements will also be provided at that time. Notification of schedule changes for the planned conferences will be submitted as required.

f. Reports/Feedback. The following procedures will be followed:

(1) Conference managers will maintain a register of all conference requests received and their disposition.

(2) Conference sponsors will identify significant deviations from planned attendance and estimated costs. A record of all support costs such as photography,

administration, transportation, etc., as well as strong and weak points contributing to the relative success of the conference, to include both substantive matters and administrative arrangements, will be maintained to be used in planning future conferences.

(3) All records generated in support of conference site selections will be retained in accordance with this regulatory requirement and are subject to audit by either internal review personnel or external auditors.

g. Conference Planning. The following areas must be given careful consideration when planning any conference:

(1) Video Enhanced User System (VENUS). The VENUS will be the first consideration when planning any conference, regardless of the conference estimated cost. When it is determined by the conference sponsor that VENUS cannot be used, the conference sponsor will detail the reasons in a memorandum for record and file it for future review by any of the audit agencies. This memorandum will stand as the only justification for non-use of VENUS as the first choice for conduct of conference.

(2) Attendance. Criteria that reflect the purpose of the conference will be established for the selection of attendees. Observers, guests, and support personnel shall be limited to avoid the compilation of excessive conference costs.

(3) Guest speakers/discussion leaders. The sponsor will establish criteria for selection of guest speakers, discussion leaders, and others, and will ensure that appropriate logistical arrangements are made. The criteria established will be kept on file for possible review by any audit agency.

(4) Government-owned/leased facilities. Whenever feasible and suitable, conferences will be held at Government facilities. Government quarters will also be used by conference attendees when available.

(5) Contracting. Where commercial facilities are used, sound procurement practices and appropriate regulations will be followed. Only a procurement office will make any contractual arrangements obligating the Government. Care must be exercised to ensure that no informal commitments are made. Coordination with the servicing contracting office will be accomplished prior to discussions with potential contractors.

(6) Gifts, souvenirs, and mementos. The following procedures will be followed:

(a) Gifts, souvenirs, and mementos may not be given to attendees of Government-sponsored conferences. Attendees may be provided only those government office

supplies and stationary items necessary for the successful completion of the conference mission, such as inexpensive notebooks and writing implements.

(b) Appropriated funds may not be used to defray the cost of items not considered necessities, such as ashtrays, plaques, or paperweights.

(c) The statutory and regulatory prohibitions against gifts to superiors and employees contained in DOD 5500.7-R, Joint Ethics Regulation, must be strictly observed.

(d) It is improper to use or allow the use of Government property, facilities, or manpower in the manufacture or preparation of gifts to Government personnel. This prohibition would preclude the use of the installation carpentry shop, training aid facility, or self-service supply center in the manufacture of gifts.

(7) Social activities. Except as provided under other regulations (e.g., commander's discretionary funds), social activities will not be paid for with Government funds.

(8) Off-season rates. To the extent feasible, conferences will be planned for times that will permit taking advantage of off-season rates.

(9) Site selection. All conference requests will include a cost comparison of at least three comparable sites. The activity's resource manager will determine if there are sufficient funds available for the conduct of the conference and will verify that the conference request includes the required three cost comparisons before the request is coordinated with the activity's legal, public affairs, and military intelligence offices.

(10) Transportation support. Conference transportation support must be in accordance with provisions of the Joint Travel Regulation. Conference sponsors should make maximum use of military vehicles or free transportation available at the commercial site prior to incurring the cost of rental vehicles. Providing transportation at Government expense for sightseeing or other recreational activities is not authorized.

(11) Registration fees. Registration fees may be authorized in accordance with the appropriate Army Finance and Joint Travel Regulations for Army-sponsored meetings, conferences, and seminars, when necessary. The fee may be assessed to cover the cost of guest speakers and administrative expenses, but not solely for the purpose of providing meals, subsistence, and refreshments.

(12) Prevention of overpayment. The following procedures will be followed:

(a) To ensure proper payment by finance and accounting officers, it is essential that travel orders include an appropriate statement when lodging or meals are included in a contract at the conference site. The conference sponsor will advise the attendees of such provisions via message or other written form in sufficient time to allow orders to be properly prepared.

(b) The total daily cost of all meals and lodging, whether paid via contract or by the traveler, will not exceed the established per diem limit or other thresholds imposed by higher headquarters. Where any services (room or meals) are provided by contract, reimbursement will be made in accordance with provisions contained in the Joint Travel Regulation.



(c) Reimbursement will not be allowed for cost of meals procured at personal expense in lieu of meals provided by contract.

(d) If the conference sponsor can demonstrate in writing that the established per diem rate will not suffice for known lodging and meal costs, approval to authorize Actual Expense Allowance in lieu of the established per diem rate must be requested and attendees notified in accordance with the Joint Travel Regulation, Volume II, C4550, so that orders may be properly prepared.

(13) Public image. All activities of the Government should be economical and efficient. AMC conferences that give the appearance of not being economical and efficient will be avoided. All aspects of conferences will be planned to reflect, without need for explanation, wise use of taxpayers' dollars. A good test is to consider whether details of the conference appearing in the news media would cause concern or embarrassment to the command.

(14) Security. Conference site selection will include an assessment of the vulnerability of conference activities and participants to terrorist and other criminal activities. Local threats, sensitivity of conference subjects, the seniority of the conference participants, and security systems available at the conference sites are all considerations in evaluating potential conference locations.

## 6. Responsibilities.

### a. HQ AMC.

(1) The HQ AMC Chief of Staff is responsible for approving or disapproving conference requests of \$7,500 or more from the HQ AMC staff elements.

(2) The HQ AMC Deputy Chief's of Staff and Separate Office Chiefs are responsible for --

(a) Reviewing and approving all conference requests from within their organization and determining if the conference is needed, if the benefits of the conference warrant the cost, and if the arrangements are cost effective.

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(b) Coordinating all conference requests, regardless of cost, with the Offices of Resource Management, Command Counsel, Public Affairs, and Military Intelligence, prior to submitting the request to the conference manager.

(3) The Office of the Deputy Chief of Staff for Personnel, HQ AMC, is responsible for --

(a) Serving as HQ AMC Conference Manager.

(b) Establishing policy for the conduct of conferences.

(c) Publishing guidance on the conduct of conferences.

(d) Performing guidance manager responsibilities for HQ AMC staff elements.

(4) The Office of Resource Management, HQ AMC, is responsible for -

(a) Determining if there are sufficient funds available for the conduct of each conference sponsored by a HQ AMC staff element.

(b) Verifying that the sponsor has presented cost comparisons of three comparable conference sites.

(5) The Office of the Command Counsel, HQ AMC, is responsible for --

(a) Establishing a Point Of Contact (POC) to provide advice and counsel requested by conference sponsors.

(b) Reviewing HQ AMC conference requests for legal/ethical considerations prior to submission to the conference manager.

(6) The Public Affairs Office, HQ AMC, is responsible for reviewing HQ AMC conference requests for impact on the public image of AMC prior to submission to the conference manager.

(7) The office of Military Intelligence, HQ AMC, is responsible for reviewing conference requests with respect to the site, providing information on force protection or personal protection considerations, notifying the sponsoring agency of threat condition changes, and recommending more protection measures, if necessary.

(8) Command Provost Marshal, HQ AMC, the Provost Marshal will review requests to ensure adequate security considerations have been included in conference planning documentation.

b. AMC field elements are responsible for --

(1) Establishing local controls, policies, and procedures that are consistent with the guidance in this regulation.

(2) Designating a position or office to perform conference manager responsibilities.

c. The conference manager is responsible for --

(1) Reviewing all conference requests for policy considerations.

(2) Maintaining a control register of all conference requests received.

(3) Forwarding all conference requests of \$7,500 or more to the approval authority with recommendations for approval or disapproval, and returning to the conference sponsor those requests of less than \$7,500 after the requests have been logged into the activity's conference register.

(4) Requesting conference cost data, as needed, from conference sponsors for validation and audit purposes.

d. The conference sponsor is responsible for --

(1) Determining requirements, agenda, participants, and total estimated costs for each conference.

(2) Documenting the estimated costs of each conference for approval by the sponsoring activity's deputy chief of staff or separate office chief.

(3) Coordinating all security arrangements for a classified conference with the supporting security office.

(4) Coordinating the conference requests with the offices of resource management, legal, public affairs, and military intelligence, prior to submitting the request to the activity's conference manager.

(5) Establishing selection criteria for conference staff and attendees, including alternatives.

(6) Locating available conference sites and identifying suitability according to predetermined criteria.

(7) Ascertaining funds availability, obtaining approvals, and maintaining administrative records.

(8) Ensuring that contractual and other arrangements are conducted so as to promote the objectives of the conference and avoid any act or appearance of impropriety. Coordination with the servicing contracting office will be accomplished prior to discussions with potential contractors.

(9) Establishing administrative processes (including provision of necessary supplies) that will support the conduct of the conference.

(10) Providing minimum appropriate administrative staff.

(11) Performing necessary after-actions, such as distributing materials, arranging payments, conducting effectiveness feedback, and applying lessons-learned to future conferences.

(12) Ensuring AMC Form 2766-R-E (Conference Sponsor Checklist) is completed and a copy is attached to the conference package.

7. References.

a. DOD 5500.7-R, Joint Ethics Regulation, 30 August 1993.

b. DFAS 37-1, Finance and Accounting Policy Implementation, 18 September 1995.

c. AR 360-61, Community Relations, 15 October 1980; C-1, 1 Feb 84; C-2, 15 Jan 87.

d. AR 380-49, Industrial Security, 15 April 1982.

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, HQ AMC, ATTN: AMCPE-T, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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# CONFERENCE JUSTIFICATION STATEMENT

(AMC-R 1-12)

TITLE OF CONFERENCE:

DATE(S):

LOCATION:

HIGHEST SECURITY CLEARANCE:

SPONSORING ORGANIZATION:

POC:

POC TELEPHONE NO:

TOTAL NUMBER OF ATTENDEES:

HQ AMC

OTHER AMC

OTHER ARMY

OTHER DEFENSE

NON DEFENSE

TOTAL COST ESTIMATE:

TRAVEL

PER DIEM

CONTRACT ROOMS

CONTRACT MEALS

OTHER (SPECIFY)

TOTAL COST TO THE SPONSOR:

<input type="checkbox"/>
<input type="checkbox"/>

Included in directorate/office budget

Unfinanced/unforeseen requirement/other

(Check one and explain)

PURPOSE/BENEFIT OF CONFERENCE:

ALTERNATIVES CONSIDERED (TELECONFERENCING, WRITTEN COMMUNICATIONS, ETC.):

### SITE SELECTION JUSTIFICATION

NUMBER OF DAYS ATTENDING	NUMBER OF CIVILIANS	NUMBER OF MILITARY	ATTENDEE HOME STATION

WERE GOVERNMENT FACILITIES CONSIDERED? YES ☐ NO ☐

LIST THE FACILITIES AND STATE WHY THEY WERE NOT SELECTED:

WERE OTHER COMMERCIAL LOCATIONS CONSIDERED? YES ☐ NO ☐ WHY NOT?

WAS MOST COST-EFFECTIVE LOCATION SELECTED? YES ☐ NO ☐ WHY NOT?

IF CONTRACTING FOR COMMERCIAL FACILITIES, LIST COMMERCIAL ALTERNATIVES AND DATA USED IN SELECTION PROCESS:



# **CONFERENCE SPONSOR CHECKLIST**

(AMC-R 1-12)

	YE	NO
1. Has this conference been scheduled, costed, and budgeted 1 year in advance? If not, explain.....	<input type="checkbox"/>	<input type="checkbox"/>
2. Have alternatives such as teleconferencing, written communications, etc., been explored?.....	<input type="checkbox"/>	<input type="checkbox"/>
3. Can the conference be rescheduled to take advantage of off-season rates?.....	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the use of Government facilities been explored?.....	<input type="checkbox"/>	<input type="checkbox"/>
5. Has contracting for group-rate meals and rooms been explored?.....	<input type="checkbox"/>	<input type="checkbox"/>
6. If using commercial facilities, have sound procurement practices and appropriate regulations been followed?.....	<input type="checkbox"/>	<input type="checkbox"/>
7. Will information on Government contracted costs for services to attendees be provided for inclusion in travel orders/vouchers?.....	<input type="checkbox"/>	<input type="checkbox"/>
8. Will Government contracted costs be reported to the appropriate finance agency to prevent overpayment of conferences?.....	<input type="checkbox"/>	<input type="checkbox"/>
9. Have "Registration fees" been avoided?.....	<input type="checkbox"/>	<input type="checkbox"/>
10. Has the conference sponsor ensured that no social events are being paid for with Government funds?.....	<input type="checkbox"/>	<input type="checkbox"/>
11. Are the Commander's Discretionary funds being used?.....	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the conference using mission or administrative funds?.....	<input type="checkbox"/>	<input type="checkbox"/>
13. Is the use of appropriated funds for logistical and funding support in compliance with regulatory requirements? .....	<input type="checkbox"/>	<input type="checkbox"/>
14. Are ethics requirements (DODD 5500.7) being strictly observed?.....	<input type="checkbox"/>	<input type="checkbox"/>
15. Have participants been limited to those with mission-essential interest minimizing the number of observers and support personnel?.....	<input type="checkbox"/>	<input type="checkbox"/>
16. Have representatives of industry or business been chosen without favoring one company over another?.....	<input type="checkbox"/>	<input type="checkbox"/>
17. Have invited guest speakers been chosen with propriety and have all necessary arrangements been made?.....	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the conference have the appearance of any impropriety?.....	<input type="checkbox"/>	<input type="checkbox"/>
19. If using commercial facilities in LSP regions, has the LSP CRC been contacted to determine the availability of LSP Lodging and conference facility accommodations?.....	<input type="checkbox"/>	<input type="checkbox"/>
20. Is the use of rental vehicles/military vehicles in accordance with the Joint Travel Regulations?.....	<input type="checkbox"/>	<input type="checkbox"/>
21. If using commercial facilities in the LSP, was the least expensive LSP facility used?.....	<input type="checkbox"/>	<input type="checkbox"/>
22. Has the security classification for the conference been determined?.....	<input type="checkbox"/>	<input type="checkbox"/>
23. If classified, have all security arrangements been made with the supporting security office to ensure security with the appropriate regulation.....	<input type="checkbox"/>	<input type="checkbox"/>
24. Have the costs for publishing conference reports, directed actions, etc., been minimized?.....	<input type="checkbox"/>	<input type="checkbox"/>
25. Has a thorough legal review been conducted of all conference activities?.....	<input type="checkbox"/>	<input type="checkbox"/>
26. Are all costs connected with the conference identified and readily auditable?.....	<input type="checkbox"/>	<input type="checkbox"/>
27. Has the conference been approved by the appropriate approving authority?.....	<input type="checkbox"/>	<input type="checkbox"/>

CONFERENCE SPONSOR:

DATE:

APPENDIX C

REQUESTING APPROVAL TO CONTRACT FOR SHORT-TERM  
CONFERENCE FACILITIES IN THE NATIONAL CAPITAL REGION

The following information is required for requesting approval to contract for short-term conference facilities:

- a. Name and proposed date(s) of the conference.
- b. Total number of participants anticipated and, if applicable, the number expected to arrive from outside the local commuting area requiring overnight accommodations.
- c. Statement that availability of Government conference facilities was checked before requesting commercial facilities.
- d. Cost comparison of three different commercial facilities.
- e. Justification/reason for selection of specific facility (i.e., cost availability, location, size or configuration of meeting room(s), services to be provided, etc.,).
- f. A completed DD Form 1262 (Administrative Service Request) with applicable fund cite.

The above information should be submitted at least 40 days prior to the scheduled date of the proposed conference as a memorandum to the Director, S&BMS-W, Room 1A123, Pentagon, Washington, D.C. 20310-1001.